



Administration Assistant

Department:	Administration
Reports to:	Administrator
Place of Work:	Elim International Centre
Working hours:	Part time – 22.5 hours Hybrid working possible
Salary band:	£23,000 per annum pro rata
GOR:	No

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim's fundamental and distinctive characteristics consist of priorities and commitments that we consider God-given, non-negotiables of spiritual heritage and destiny that will shape and define our future.

The Elim Administration department serves the whole Elim movement, including the local churches, head office and Regents Theological College.

THE ROLE

The Administration Assistant will assist the department in the organisation of the annual Elim Leaders Summit*. This may include managing hotel bookings, liaising with volunteers, exhibitors and speakers and any other necessary duties for the successful preparation of Elim Leaders Summit. They will also assist the safeguarding team with administrative duties such as updating databases, liaising with churches regarding safeguarding policies, DBS checks and training. The Administration Assistant will also be required to assist with other general administration duties in the department as they arise.

DUTIES INCLUDE:

Elim Leaders Summit*:

- Booking meetings for ELS working groups such as the steering group and content team;
- Liaise with suppliers, contractors, staff as requested
- Overseeing accommodation and catering requirements and make bookings where appropriate;
- Liaise with event speakers and contributors to obtain required information;
- Liaise with exhibitors regarding bookings;
- Assist with recruitment of volunteers in a Christian context;

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Safeguarding:

- Assist the National Safeguarding Team with safeguarding administration;
- Carry out annual church safeguarding survey;
- Liaise with churches regarding safeguarding policy updates
- Assist the safeguarding team with ensuring minister's DBS checks are updated;
- Upload safeguarding data to Elim's database;
- Upload safeguarding case information to Elim's case management software;
- Support regional leaders with arrangements for training;
- Liaise with churches regarding arrangements for training;
- Issue certificates for those who have completed face to face training;
- Organise resources required for face to face training sessions led by national safeguarding training team;

***In addition to assisting in the organisation of Elim Leaders Summit, the applicant will be required to attend the event and set up days in full. This may result in working additional hours during these times, for which you will be subsequently entitled to time off in lieu.**

THE PERSON

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> English and Maths GCSE at Grade A-C or 9-4 	NVQ Level 3 in a relevant subject, or equivalent level of qualification or equivalent previous proven administration experience
Knowledge and Experience	<ul style="list-style-type: none"> Demonstrable experience of working in an administrative environment and with digital data systems. Experience of maintaining confidentiality in the workplace and / or processing confidential information. Experience of diary management Experience of booking accommodation Experience of working effectively in collaboration with suppliers, contractors and customers Experience of excellent interpersonal skills and ability to communicate with others at all levels of an organisation 	<p>Knowledge of safeguarding processes and procedures for adults and children.</p> <p>Experience of maintaining databases.</p>
Skills and abilities	<ul style="list-style-type: none"> Excellent interpersonal and communication skills, written and verbal. Ability to demonstrate a solutions-based approach to problem solving. Adaptability and ability to take a flexible approach to work, covering for others where required. Ability to work under pressure in a busy working environment, able to multitask Ability to develop and maintain effective relationships with a wide range of individuals and organisations Excellent team working skills Able to demonstrate high levels of discretion and confidentiality Able to demonstrate a high level of enthusiasm, commitment and attention to detail Ability to undertake main duties to a high level with minimal supervision, organising and prioritising own workload and adhering to set deadlines. Proficient in MS Office such as Word, Excel, Outlook, PowerPoint 	
Personal Qualities	<ul style="list-style-type: none"> Honesty and integrity Enthusiastic and with a drive to achieve Able to manage pressure 	

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	<ul style="list-style-type: none"> Organised, efficient, flexible, innovative and adaptable Willingness to learn new skills 	
Other Requirements	<ul style="list-style-type: none"> Ability to travel when required Have a valid UK driving license and have access to your own vehicle including for travel to Elim Leaders' Summit 	From an Elim background with some understanding of the Elim ethos.

The Application Process

The vacancy will close on Tuesday 17 September 2024
Interviews will take place on Tuesday 1 October 2024 at Elim International Centre, Malvern.

Please send the following to Alison Dunsmore, HR Manager:-

- A full curriculum vitae and
- A covering letter setting out your reasons for applying and how you consider that you meet the person specification for this post.

Should you not include either of these your application will not be taken further.

Applicants are encouraged to find out more about Elim Foursquare Gospel Alliance, its ethos and activities via www.elim.org.uk.

Further details regarding the interview process will be sent out to the interviewees ahead of the scheduled interview date.

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment.

CONTACT

Alison Dunsmore
HR Manager
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Sarah Bale
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